

Managing Wage and Contribution Submission Reports and Payment Processing – Employer User QRG

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Use the *Managing Wage and Contribution Submission Reports and Payment Processing – Employer User Quick Reference Guide (QRG)* to aid in viewing the Submission Reports grid and submitting payments through the Employer Reporting and Maintenance (ERM) application.

Managing Submission Reports

Once a wage and contribution report is submitted for validation, access the Submission Reports section to view the report summary and validation results and to resolve errors and submit the report for payment.

To view submission reports:

1. Access the ERM application. Choose “Wage and Contribution” from the left-hand side Navigation Menu. Choose “Submission Report” from the drop-down menu.
2. Search for, and select, the appropriate Submission Unit and click the **Next** button to access the submission reports for the selected Submission Unit.

NOTE: Only the Submission Units that you have access to view appear in the grid.

3. Use the search fields in the top section of the *Search Reports* screen (Figure 1) to locate a specific submission report.
4. To view the report, click the *View* hyperlink in the “Action” column of the grid. The *Report Summary* screen opens (Figure 2).
5. To view any of the transactions in the selected report, click the *View* hyperlink in the “View” column of the Validation Results table.
6. If any transactions have errors, click the *Resolve* hyperlink in the “Resolve” column to correct the error(s).

NOTE: Please refer to the *Wage and Contribution User Manual – Employer User* to see a detailed description of the process for resolving wage and contribution errors.

Managing Wage and Contribution Submission Reports and Payment Processing Topics Covered:

- Managing Submission Reports
- Processing Submission Reports for Payment

The Search Reports screen features a search form at the top with fields for Report Number, Report Type (set to Regular Wage and Contribution), Payroll Date Range (From and To dates), Report Status, Total Min Due, and Total Max Due. A Search button is located below these fields. Below the search form is a table titled 'Select Report' showing a list of reports with columns for Report Number, Payroll Date, Report Type, Report Status, Status Date, Total Due, and Action. The first report listed is 1005, dated 08/22/2011, with a Total Due of 2370.89. Below the table is a 'Report Summary' section for report 1005, showing Total Wages of 49.94, Total Mandatory Contributions of 1025.5, Total Voluntary Contributions of 46.55, and Total Due of 5893.55. A Back button is at the bottom left.

Figure 1: Search Reports Screen

The Report Summary screen displays details for report 1005, dated 01/28/2011, with a status of Validated. It includes a table for 'Mandatory Pre-Tax Contributions' and 'Mandatory Post-Tax Contributions' for Wages and Severance Wages. Below this is a 'Validation Results' table with columns for Validation Results, Number, View, and Resolve. The table shows that all transactions passed validation. At the bottom, there are buttons for Back, Delete Report, Process Payment, Edit Payment Date, Release Payment, Summary Report, Detailed Report, and Payment Report.

Figure 2: Report Summary Screen

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Processing Submission Reports for Payment

Once you have resolved the transactions that failed validation, you can submit the wage and contribution report for payment.

To submit a report for payment:

1. Click the **Process for Payment** button on the *Report Summary* screen to access the *Process for Payment* screen (Figure 3).
2. In the Assign Payments section, select a bank account number from the drop-down menu in the **Account Number** field.
3. Identify the amount to be paid from the chosen account in the **Amount** field.
4. Click the **add** button to add the payment to the Bank Account Number table in the Assign Payments section of the screen.
5. To pay wage and contribution from more than one account, repeat the process described in steps 1 through 4.
6. When the value in the **Amount Unassigned** field is zero, click the **Submit for Payment** button.

Line Item	Amount Due
Wages	
Mandatory Pre-Tax Contribution	500.00
Mandatory Post-Tax Contribution	500.00
Voluntary Pre-Tax Contribution	10.00
Voluntary Post-Tax Contribution	9.50
Employer Contribution Share	7,500.00
Severance Wages	
Mandatory Pre-Tax Contribution	13.00
Mandatory Post-Tax Contribution	12.50
Voluntary Pre-Tax Contribution	14.55
Voluntary Post-Tax Contribution	14.00
Employer Contribution Share	13.50
Other Wages	
FSP Contributions	50,000.00
HEP Contributions	8.00
Interest	
Employer Interest Owed	38.86
Employee Interest Owed	0.08

Bank Account Number	Payment	Action
Applied Credit Balance	40.00	

Figure 3: Process for Payment Screen

NOTE: When contributions are not reported at the time the member receives payment for wages, any interest the member lost because of late reporting is due to the member. Interest is due to the Fund for this same late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

To confirm payment:

1. Click the **Confirm** checkbox in the Confirm INPRS Bank Access section of the *Confirm Payment* screen (Figure 4).
2. Indicate if the payment is to be made immediately or in the future using the radio buttons in the **Assign Payment Date** section.
3. If you choose the **Future Payment** radio button, type the payment date in the **Set Future Date** field.

Confirm Payment

Confirm INPRS Bank Access

☒ Confirm

[Click to View Terms and Conditions](#)

Assign Payment Date

☐ Immediate Payment

☐ Future Payment

* Set Future Date

Back cancel Submit

Figure 4: Confirm Payment Screen

NOTE: If you choose a future payment date, the date entered cannot be later than the payroll date. You cannot choose the Future Payment radio button when submitting an adjustment report.

4. Click the **Submit** button. The *Payment Confirmation* page opens (Figure 5). Review the details on the confirmation page.
5. Click the **Done** button.

Payment Confirmation Page

Payroll Date: 08/22/2011 Report Status: Paid Today's Date: 9/20/2011

Report Number: 1005 Report Type: Regular Wage and Contribution

Payment Summary

Congratulations! Your payment has been Successfully submitted and will be paid on the Payment Date Below.

Payment Date: 9/20/2011 Total Payment: 58,633.99

Bank Account Number	Payment
Applied Credit Balance	40.00
***4567	58,593.99

Done

Figure 5: Payment Confirmation Page